

# CHECKLIST FOR MINUTES

A.R.S. § 38-431.01(B)

All public bodies must either (1) take written minutes or (2) provide a recording of all meetings. The minutes or, if no written minutes are created, the audio or video recording are permanent public records and must be preserved forever. If written minutes are prepared, recordings should be destroyed three (3) months after the written minutes have been approved by the public body.

**The following information must be contained in the written minutes. Any public body that chooses to memorialize meetings ONLY by means of a recording, must institute procedures to ensure that each item listed below is contained in the audio or video recording of the meeting.**

- \_\_\_\_\_ Date of the meeting
- \_\_\_\_\_ Time of the meeting
- \_\_\_\_\_ Place where the meeting was held
- \_\_\_\_\_ Name of each member present<sup>1</sup>
- \_\_\_\_\_ Name of each member absent<sup>2</sup>
- \_\_\_\_\_ General description of the matters considered (*written minutes only*)
- \_\_\_\_\_ Accurate description of all legal actions proposed, discussed or taken<sup>3</sup>
- \_\_\_\_\_ Names of the members who propose each motion<sup>4</sup>
- \_\_\_\_\_ Names, as given, of people that makes statements or present materials to the public body
- \_\_\_\_\_ Reference to the legal action (agenda item) about which the persons made statements or presented materials
- \_\_\_\_\_ Date of approval by the public body (*written minutes only*)

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<sup>1</sup> This may be accomplished through an attendance roll call.

<sup>2</sup> This may be accomplished through an attendance roll call.

<sup>3</sup> If public body will maintain only recordings, Chair must ensure that the matters are clear and audible for the recording.

<sup>4</sup> If public body will maintain only recordings, the public body must develop procedures to ensure this information is part of the recording.